

SNI COLLECTIONS RELOCATION
PROJECT OBJECTIVE AND MILESTONES (POAM)
15 JAN 16

1. Prepare proposal and cost estimate for move
 - a. Obtain quotes from PW transportation at NBVC and NAS CL and VX-30 – 21Jan16
 - b. Obtain final quotes from PW Transportation at NBVC and NAS CL, VX-30 – 29Jan16
 - c. Order materials for test packing of Shipment #2 and schedule movement of collections – 27Jan16
 - d. Obtain 35 pallets for Shipment 1 (522 boxes of artifacts, 84 LF records) – 19Jan – 15Feb16
2. Move Shipment #1 off SNI to NAS CL
 - a. Reserve flight with VX-30 – tentatively 25Feb16
 - b. Manifest personnel on SNI Flights and reserve NGIS – TBD
 - c. Pack up collections at NBVC SNI – TBD
 - i. Create Team of 5 for preparation of shipment
 - ii. Schedule 1-2 days for packing pallets – tentatively 23-24 Feb 15
 - iii. Possible photography of sensitive material
 - iv. Determine method of shipping (individual flights for certain packages, all air)
 - d. Schedule forklift, truck and trailer with NBVC PWD transportation – TBD
 - e. Move collections from SNI to NAS CL via dedicated VX-30 flight (determine if passengers can be transported with cargo)– TBD
 - f. Manifest personnel on CL Flights and reserve NGIS – TBD
 - g. Schedule forklift, truck and trailer with NAS CL PWD transportation – TBD
 - h. Move collections into NAS CL curation facility – TBD
3. Order remainder of boxes, determined by test run -
4. Packaging of Shipment #2
 - a. Lisa coordinates with Wendy Teeter and Karimah Richardson from the Autry Museum to help pack artifacts – TBD
 - b. Determine which items may be hand carried by Lisa Thomas from SNI to Mugu or NAS CL
 - c. Obtain pallets for remainder of Shipment #2 (number TBD) – TBD
5. Move Shipment #2 off SNI to NAS CL
 - a. Reserve flight with VX-30 – TBD
 - b. Manifest personnel on SNI Flights and reserve NGIS – TBD
 - c. Schedule truck and trailer with NBVC PWD transportation – TBD
 - d. Pack up Shipment #2 at NBVC SNI – TBD

- i. Create Team of 5 for preparation of shipment (names TBD)
 - ii. Schedule 1-2 days for packing pallets – TBD
 - iii. Possible photography of sensitive material
- e. Move Shipment #2 from SNI to NAS CL via dedicated VX-30 flight (determine if passengers can be transported with cargo)– TBD
- f. Manifest personnel on NAS CL Flights and reserve NGIS – TBD
- g. Schedule forklift, truck and trailer with NAS CL PWD transportation – TBD
- h. Move collections into NAS CL curation facility – TBD